

EMPLOYEE PERFORMANCE APPRAISAL

LOCAL HEALTH DEPARTMENTS OF KENTUCKY

Part I

| | | | |
|---------------------------------------|-------------------|--------------------------------------------------------------------------|-----------------------------------------------|
| Employee's Name – Last, First, Middle | | Social Security Number | Position Title |
| Agency | | Work Station | |
| Period of Appraisal | Type of Appraisal | | Date due |
| From: | To: | <input type="checkbox"/> Annual <input type="checkbox"/> Probationary | <input type="checkbox"/> Other _____ _____ |

Instructions: An evaluation must be completed at least annually on each employee and is required prior to completion of a Probationary Period or the denial of an Annual Increment.

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|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Complete all items in Part I 2. Complete Parts II–IV 3. Record overall evaluation in Part VII; sign and date appropriately | 4. Discuss with employee in conference 5. Allow employee review, comment and signature 6. As appropriate, make changes and complete signatures 7. Place a copy in the employee's file and send a copy to the Merit System Office |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

(See Parts II–IV on the back)

Part V: Remarks by supervisor. Give brief narrative of evaluation of employee. List recommendations and suggestion. Briefly state performance GOALS for next evaluation period.

Part VI: (optional) Remarks by employee. Indicate your work objectives and goals for the next evaluation period. You may comment in this section or submit additional comments if you do not concur with evaluation.

Part VII: Overall Evaluation of Employee

☐ Inadequate
 ☐ Below Requirements
 ☐ Meets Requirements
 ☐ Exceeds Requirements
 ☐ Outstanding

Part VIII: Recommendation

| | |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Employee should receive increment <input type="checkbox"/> Employee should receive permanent status | <input type="checkbox"/> Employee should not receive increment <input type="checkbox"/> Employee should not receive permanent status |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|

Employee's Signature: I hereby certify that this rating has been discussed with me by my supervisor

☐ I Concur

☐ I Do Not Concur

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|-------------------------------|--------------|-------------|
| Supervisor's Signature | Title | Date |
| Reviewer's Signature | Title | Date |

Employee's Name

PERFORMANCE ELEMENTS







































































































Part II: TO BE COMPLETED ON ALL EMPLOYEES

1. Completes work assignments
2. Does routine work without specific instructions
3. Remembers office or agency procedures and operates according to them
4. Meets deadlines when they exist
5. Listens to and accepts instructions
6. Shifts to new tasks when priorities change
7. Does work accurately and quickly
8. Checks work for accuracy
9. Files or keeps records accurately
10. Is interested in and concerned about work
11. Gets along with co-workers to accomplish job tasks
12. Discusses assignments and problems with superior
13. Deals tactfully with the public on the telephone or in person
14. Uses sick leave appropriately
15. Expresses ideas well in writing
16. Expresses ideas well orally
17. Possesses the technical knowledge/skill to handle assignments
18. Is faithful and punctual in attendance
19. Looks for opportunities to develop greater skills in the job
20. Meets or exceeds expectations of quantity of work
21. Meets or exceeds quality of work demanded by program goals and objectives
22. Approaches assignments in a positive manner
23. Exercises care in the use of equipment and supplies
24. Establishes priorities in work assignments in order to efficiently accomplish job tasks
25. Is willing to work overtime when job duties demand it

[illegible]

Part III: TO BE COMPLETED ONLY FOR EMPLOYEES WHO CURRENTLY HOLD SUPERVISORY POSITIONS

1. Plans and organizes to accomplish work goals.....
2. Trains and instructs subordinates.....
3. Evaluates subordinates objectively on the basis of work performance
4. Coordinates distribution of workloads for maximum efficiency.....
5. Exercises appropriate management control to accomplish work
6. Demonstrates leadership in problem solving, policy statements and procedural recommendations
7. Exercises operational economy.....
8. Exercises courtesy in dealing with employees, other superiors and the public.....
9. Understands the value of team work and approaches problems with that understanding.....
10. Disciplines in a consistent and constructive manner.....
11. Exercises innovative methods to solve problems.....
12. Analyzes the cause of problems effectively.....
13. Possesses sound technical judgment as evidenced by effective solutions to work problems
14. Demonstrates administrative or managerial professionalism in handling of work, people and issues.....
15. Exercises sufficient tenacity to accomplish work goals within the prescribed limits of time and resources.....

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Part IV: NUMBER OF ELEMENTS CHECKED

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Final rating is based upon overall evaluation with appropriate weight given to the most significant performance elements.